

### III. Business Plan

#### 15. Facilities

If the site is secured:

- ◆ Describe the proposed facility, including location, size and layout of space.
- ◆ Describe the actions that will be taken to ensure the facility is in compliance with applicable laws, regulations and policies and is ready for the school's opening.
- ◆ Explain the anticipated costs for the facility, including renovation, rent, utilities and maintenance and identify, if applicable, any funding sources (other than state and local funding) that will be applied to facilities-related costs.

*The financial plan for the proposed school should align with the facilities-related costs described.*

- ◆ Describe the back-up facilities plan.

If the site is not secured:

- ◆ Explain the school's facility needs, including desired location, size, and layout of space.
- ◆ Provide an estimate of the costs of the anticipated facility needs and describe how such estimates have been derived.

*The financial plan for the proposed school should align with the facilities-related costs described.*

- ◆ Explain the strategy and schedule that will be employed to secure an adequate facility.
- ◆ Describe the back-up facilities plan.

**If the site is not secured:**

**Explain the school's facility needs, including desired location, size, and layout of space.**

The Village of Key Biscayne has engaged the services of Fielding Nair International (FNI) to plan and design the school facilities. With consultations in 26 countries on 5 continents, dozens of important publications, and numerous industry awards for excellence, FNI is the global leader for innovative school architecture. Underlying all the architectural design, planning and educational change management work, FNI has a strong belief in diversity, high performance, technology infusion, global connections and personalization.

The School's facilities will be located within the Village of Key Biscayne.

Facilities will include the appropriate number of classrooms to accommodate the needs of the projected student enrollment per year, and will at least meet class size requirements as established by the applicable governing agency.

**Provide an estimate of the costs of the anticipated facility needs and describe how such estimates have been derived. *The financial plan for the proposed school should align with the facilities-related costs described.***

Until such a time as the location of the facilities has been determined, no estimates can be provided for the costs of the facilities. Upon a determination of the facilities, the Village will secure the funds to insure a balanced operating budget for the school.

**Explain the strategy and schedule that will be employed to secure an adequate facility.**

Fielding Nair International will conduct a number of workshops in the August – December 2008 timeframe to identify and plan for the design of existing facilities and recommendations for permanent facilities.

**Describe the back-up facilities plan.**

Various options will be studied and analyzed during the course of the next few months. If for any reason the option of sites is delayed or not available, the Village will continue to research an option for an alternative plan for a back-up facility.

## **16. Transportation and Food Service**

- ◆ Describe the school's plan for transportation, including any plans for contracting services.
- ◆ Describe the school's plan for food services, including any plans for contracting services.

### **Describe the school's plan for transportation, including any plans for contracting services.**

Due to the nature of the school and its locale, Key Biscayne Charter High School will not provide transportation to students as the distance to any household within the Village of Key Biscayne will be less than 1 mile from the school. Key Biscayne Charter High School will not provide transportation for students that may be eligible to attend school from other communities as the closest community is 6 miles from the school.

Key Biscayne Charter High School will contract private carriers to provide specialized transportation for a student with disabilities, based on his or her particular need and as is specified in the student's IEP.

### **Describe the school's plan for food services, including any plans for contracting services.**

Key Biscayne Charter High School does not plan to provide food service for students. Students will be expected to provide their own meals. Students from households with incomes of less than or equal to the income criteria may be eligible for either free or reduced priced meals. The School will provide the National School Lunch and School Breakfast Programs and will provide free and reduced priced meals for children meeting this criteria. This may be done through the use of catered meals. Federal guidelines regarding anonymity, tracking, nutritional requirements and other requirements will be followed by the school.

Key Biscayne Charter High School will meet all criteria regarding facilities utilized by the students and teachers for eating their lunch or other meals. This includes appropriate sinks for hand washing and other state and local requirements.

## **17. Budget**

- ◆ Provide an operating budget covering each year of the requested charter term that contains revenue projections, expenses and anticipated fund balances.
- ◆ Provide a start-up budget (i.e. from the date on which the application is approved to the beginning of the first fiscal year of operation) that contains revenue projections, expenses and anticipated fund balance.
- ◆ Provide a details narrative description of the revenue and expenditure assumptions on which the operating and start-up budget are based.  
*The budget narrative should provide sufficient information to fully understand how budgetary figures were determined.* **NEW!** This includes a copy of a completed “Charter School Estimate Worksheet” as a basis to support the revenue for the first year’s enrollment. (The latest form may be downloaded from the FLDOE website at: <http://www.fldoe.org/fefp/chartinst.asp>)
- ◆ Explain the school’s spending priorities.
- ◆ Provide monthly cash flow projections for the school’s start-up period (i.e. from the date on which the application is approved to the beginning of the first fiscal year of operation) and each year of the requested charter term.
- ◆ Describe the school’s fundraising plan. Report on the current status of any fundraising efforts, including verification of any fundraising monies reported in the school’s start-up or operating budgets.

**Provide an operating budget covering each year of the requested charter term that contains revenue projections, expenses and anticipated fund balances.**

Please See Attachment 22 - Financial Plan for the school.

Please See Attachment 23-Revenue Estimate Worksheet for the school.

**Provide a start-up budget (i.e. from the date on which the application is approved to the beginning of the first fiscal year of operation) that contains revenue projections, expenses and anticipated fund balance.**

Start up coordinator 6 months	\$26,664
Principal - 6 months	\$57,950
Teachers - 1 month	\$34,465
Recruitment / Advertisement	\$15,000
Office supplies	\$5,000
Sub-Total	\$139,079

In addition, we anticipate the following investments will need to be made to equip facilities prior to the start of school:

Capital equipment:

Class equip. / technol.	\$187,500
Science labs	\$15,000
Office Equipment	\$20,000
Books	\$18,000
Sub-total	\$240,500

An estimated total of \$379,579 may be included in the Village's 2009 Budget to be utilized as "Start-up" funds".

**Provide a details narrative description of the revenue and expenditure assumptions on which the operating and start-up budget are based.**

Revenue projections are based on the "Charter School Estimate Worksheet" and on information obtained at the Charter School Workshop for new charter school applicants conducted at M-DCPS in mid-June, 2008. The revenue forecast is conservative and does not include grants. Revenue does not include other potential sources of revenue, such as those provided by local Foundations or PTSA fundraising drives.

Costs have been calculated based on current market conditions for salaries of staff and operating costs.

Please See Attachment 22 - Revenue Estimate Worksheet for the school. The Village at this time has not identified the location of the high school facilities and therefore the actual costs of any lease or capital expenditures cannot be calculated. The Reserve account reflected in the Budget, Attachment 22, shall be used for these purposes.

**Explain the school's spending priorities.**

The school's spending priorities will be on providing the best educational environment possible for the students, including safety and adequate teachers' certification and qualified personnel.

**Provide monthly cash flow projections for the school's start-up period (i.e. from the date on which the application is approved to the beginning of the first fiscal year of operation) and each year of the requested charter term.**

Please See Attachment 21-Complete Financial Plan for the school.

**Describe the school's fundraising plan. Report on the current status of any fundraising efforts, including verification of any fundraising monies reported in the school's start-up or operating budgets.**

Key Biscayne Charter High School will conduct fundraising activities to generate additional funds. These activities will include School Fair, Book Fairs, School Pictures, etc. In addition, the Key Biscayne Education Foundation, a nonprofit organization established by parents and

community leaders for the purpose of enhancing public education opportunities for the community of Key Biscayne, will conduct fundraising activities.

Key Biscayne Charter High School will also apply for grants from national, state and local foundations and other sources of grants. The school will actively seek funds through outside private sources such as private foundations that support education. The school will also establish collaborative efforts with local businesses and developers to provide a more comprehensive array of services to our students at no additional cost to the taxpayers.

## **18. Financial Management and Oversight**

- ◆ Describe who will manage the school's finances and how the school will ensure financial resources are properly managed.
- ◆ Describe the financial controls, including an annual audit and regular board review of financial statements, which will be employed to safeguard finances and projected enrollment trends.
- ◆ Describe the method by which accounting records will be maintained.
- ◆ Describe how the school will store student and financial records.
- ◆ Describe the insurance coverage the school will obtain, including applicable health, worker's compensation, general liability, property insurance and director's and officer's liability coverage.

### **Describe who will manage the school's finances and how the school will ensure financial resources are properly managed.**

The Village of Key Biscayne has not yet determined if the Key Biscayne Charter High School will share the financial services team of the Village or establish its own finance department. In either case, the financial aspects of the school will be in accord with all state and local requirements. Key Biscayne Charter High School will utilize accepted state codification of accounts pursuant to the Financial and Program Cost Accounting and Reporting for Florida Schools in all transactions pertaining to its operations.

The school will make available quarterly financials which will include a statement of revenues and expenditures prepared in accordance with generally accepted accounting principles.

Annually audited financial reports which will include a complete set of financial statements and notes prepared in accordance with generally accepted accounting principles, will be forwarded to the School Board for inclusion in the financial statements. Such statements will be formatted by revenue source and expenditures and will be detailed by function and object.

### **Describe the financial controls, including an annual audit and regular board review of financial statements, which will be employed to safeguard finances and projected enrollment trends.**

The Key Biscayne Charter High School plans to utilize the Chart of Accounts A-401 (Red Book) accepted state codification of accounts pursuant to the Financial and Program Cost Accounting and Reporting for Florida Schools in all transactions pertaining to its operations. The Village's finance staff may oversee the financial management of the school and prepare all required financial reports for the district.

The Key Biscayne Charter High School will provide quarterly financials which will include a statement of revenues and expenditures prepared in accordance with generally accepted accounting principles.

Additionally, annually audited financial reports as of June 30 of each year, which will include a complete set of financial statements and notes prepared in accordance with generally accepted accounting principles will be forwarded to the Charter Sponsor for review. Such statements will be formatted by revenue source and expenditures and detailed by function and object each year.

The Key Biscayne Charter High School will obtain the State of Florida's- Auditor General's District School Board and Charter School Audit Report Review Guidelines. The School will follow these guidelines. Key Biscayne Charter High School financial management and internal accounting processes will be set up in accordance with Department of Education and Miami-Dade County Public Schools procedures. The Key Biscayne Charter High School may use the Village of Key Biscayne's finance staff which is familiar with the Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) to manage financial matters of the school. Should the District change to a new accounting and reporting system, or a change directed by Florida DOE, the Key Biscayne Charter High School will adopt these new standards. A school bookkeeper may oversee the day to day accounting needs.

### **Annual Financial Plan**

The Key Biscayne Charter High School will develop an annual financial plan for operation of the school. The plan will be yearly in nature and collectively to cover all years of the operating charter.

### **Fiscal Accountability**

The Key Biscayne Charter High School will be financially viable. An annual audited statement conducted by an independent auditing firm to be reported under *Government Auditing Standards* will be submitted. Should the audit report reveals a deficit, the auditors will notify the School's Board, the School District, and the Department of Education.

### **Control Measure To Safeguard Finances Internal Control Procedures**

The Key Biscayne Charter High School will also maintain a number of internal financial controls and bookkeeping practices. Key Biscayne Charter High School will establish a financial system that provides fiscal control and accounting procedure that are in accordance with generally accepted accounting principles (GAAP). Internal controls will be reviewed and evaluated annually by an independent auditor in accordance with generally accepted audit standards. A detailed description of specific internal controls and accounting procedures is presented below.

### **Annual Line Item Budget**

The Key Biscayne Charter High School will annually submit a detailed school budget to the Village Council for review and approval. The proposed budget will include a line item breakdown by appropriate cost categories. Modifications to the budget will be submitted to the Village Council when required due to funding changes and unexpected changes in the program.



## **Monthly Statement of Revenue and Expenditures**

A monthly Revenues and Expenditures Report will be maintained. The monthly report will include the following:

- Detail by Object Code Budget
- Expenditures for the month
- Expenditures for the Year
- Encumbrances
- Remaining budget balance

## **Oversight**

Detailed financial statements will be prepared on a monthly basis for analysis by the Principal. These financial statements will be reviewed by the Village Council (or the Governing Board, if established) at monthly meetings. Policies and reporting procedures established by the District and State will be followed.

## **Cash Management**

Funds will be deposited in a financial institution with FDIC coverage. Interest earned on funds will be used as program income.

## **Bank Reconciliation**

The School will review and approve all bank reconciliation's. Bank reconciliation procedures will include:

- Accounting for check numbers used
- Comparing all checks with the statement
- Checking signatures and endorsements
- Investigating checks outstanding for more than 90 days
- Tracing and reviewing bank transfers
- Itemizing outstanding checks

## **Cash Receipts**

All Key Biscayne Charter High School program cash receipts are received, opened, logged in and stamped "For Deposit Only". The original receipt is duplicated and a daily cash receipt form and bank deposit slip is prepared. The daily cash receipt form with attached deposit receipt and any document supplied with the remittance will be maintained in the cash receipt log.

## **Cash Disbursements**

The Key Biscayne Charter High School will have two types of cash disbursements:

**1. Accounts Payable Disbursements** The Village of Key Biscayne Finance Department

may handle all accounts payable transactions. Accounts payable disbursements will be made weekly basis. Invoices for purchased goods or services

**2. Petty Cash Disbursements** Will be made as needed and when funds permit.

### **Personnel and Payroll**

The Village of Key Biscayne Human Resources Department may handle or assist with all human resource and payroll services including payroll administration, human resources management, compliance reporting, and employee benefits administration. The school's principal will retain hiring, firing, supervision, evaluation, and promotion.

### **Accounting System and Financial Reporting**

As stated earlier, Key Biscayne Charter High School will maintain an accrual accounting system in accordance with generally accepted accounting principles (GAAP). The financial records will contain accurate information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, expenditures and income. This system will permit the tracing of all transactions to source documents in order to establish that funds have not been used in violation of District policies.

### **Financial Statements**

The School will prepare financial statements on a monthly basis for submission to the Village Council (or Governing Board, if established) for review. An annual independent financial audit will be conducted in accordance with generally accepted government auditing standards (GAGAS).

### **Full Accounting Of Expected Assets and Liabilities**

Assets and liability projections will be developed to be used as points of comparison with information reported in the School's annual report.

### **Inventory and Property Management**

All tangible personal property with a values of \$1,000 or greater will be inventoried and labeled. The Principal will be responsible for maintaining property records and internal control over property. All sales and disposal of property will be in accordance with Florida Statute 273 and the Property Rules and regulations issued by the Auditor General.

### **Purchasing**

Key Biscayne Charter High School will follow Village of Key Biscayne policy in the procurement of supplies, equipment, construction, training, and other services. Key Biscayne Charter High School will establish a monetary threshold for small purchase procedures.

### **Describe the financial controls, including an annual audit and regular**

**board review of financial statements, which will be employed to safeguard finances and projected enrollment trends.**

The Key Biscayne Charter High School may utilize the same certified public accountants that the Village of Key Biscayne uses.

Annual audited financial statements will be prepared in accordance with GAAP and be in compliance with GASB 34. The report will include a management discussion and analysis section.

**Describe the method by which accounting records will be maintained.**

The Village of Key Biscayne Finance Department will acquire expertise with the “Financial and Program Cost Accounting and Reporting for Florida Schools” system as well as “not-for-profit” accounting procedures in order to assist the School.

The Key Biscayne Charter High School may utilize the same certified public accountants as the Key Biscayne Charter High School.

The School will develop a written internal audit procedure and establish controls to ensure that financial resources are properly managed.

The School will utilize accepted state codification of accounts pursuant to the Financial and Program Cost Accounting and Reporting for Florida Schools in all transactions pertaining to its operations. The Village of Key Biscayne Finance Department may create or assist with all required financial reports that will be submitted to the School District.

The School will make available quarterly financials, which will include a statement of revenues and expenditures prepared in accordance with generally accepted accounting principles.

Additionally, annually audited financial reports as of June 30 of each year, which will include a complete set of financial statements and notes prepared in accordance with generally accepted accounting principles will be forwarded to the School Board for their review. Such statements will be formatted by revenue source and expenditures and detailed by function.

**Describe how the school will store student and financial records.**

Following Florida Statute Chapter 119, all student and financial records will be protected in a fireproof and waterproof safe/cabinet, vaults or rooms fitted with noncombustible materials and in such arrangements as to be easily accessible for convenient use. In addition, back up copies of all records will be stored on servers, and on special backup tapes. Required student records will be prepared in a manner consistent with Florida law Retention periods and disposition of records shall be as specified in the local School Board Records Management Manual.

The Key Biscayne Charter High School will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Educational Act (IDEA) in the establishment, maintenance, correction, and disposition of student records.

The Principal is to establish procedures for such compliance, including informing parents, students, and the public of the contents thereof. The Principal will implement said procedures as required by law and will establish procedures for dealing with violations.

The right to inspect and review educational records and the release of, or access to, such records, other information, or instructional materials will be consistent with federal and state law.

Discussion of format and frequency of financial reporting to sponsor (balance sheet, income statement, bank reconciliation, etc.)

Key Biscayne Charter High School will have complete monthly reconciliation of all bank accounts and this reconciliation will be available to the District for their review.

On or before October 31, January 31, and April 30 of each fiscal year Key Biscayne Charter High School will provide the District all applicable financial statements including a balance sheet and a statement of revenues, expenditure, and changes in fund balances. These reports will be prepared in accordance with the generally accepted accounting principles using governmental accounting as stated in the "Red Book."

Un-audited year-end financial statements will be submitted to the School District every year. These financial statements will be prepared in accordance with the "Red Book."

Key Biscayne Charter High School will submit to the District and pay for an annual financial audit in compliance with federal, state, and school district regulations showing all revenue received from all sources, and all expenditures for services rendered. The fiscal audit shall be conducted by an independent certified public account and will be delivered to the District within 180 days following the end of the district's fiscal year.

Financial management and internal accounting procedures will be carried out by the School by a person who is familiar with school financial procedures and who understands compliance as it relates to the State Financial and Cost Accounting Manual for Florida Schools.

Financial statements will be submitted quarterly and audited financial statements will be completed each year.

In addition to the financial reporting requirements, the School Board of Miami-Dade County's internal auditors or external auditors may request review and inspection of books and records. Also, any inquiries related to accounting information obtained from quarterly reports and year-end audits will be addressed by the school's administration.

Describe the insurance coverage the school will obtain, including applicable health, worker's compensation, general liability, property insurance and director's and officer's liability coverage.

The School will comply with all requirements specified by the School Board of Miami-Dade County or applicable state statutes regarding insurance and liability coverage. These include:

- Errors and Omissions Insurance
- Officers and Directors of Liability Insurance
- Fidelity Bonds
- Commercial General Liability Insurance
- Automobile Liability Insurance
- Employees Liability Insurance
- Property Insurance

Where applicable, the School Board of Miami-Dade County will be named as an additional insured. The School will carry the necessary worker's compensation insurance and unemployment compensation insurance.

Key Biscayne Charter High School shall, at its sole expense, maintain throughout the entire term of this Charter and any renewals thereof the coverage listed below. The insurance companies writing coverage must maintain a rating of "A" or better and a financial size category of "VII" or better according to A.M. Best Company.

General Liability insurance in the amount of one million dollars (\$1,000,000), per occurrence, combined single limit covering bodily injury, property damage, personal injury, premises operations, products, completed operations, consultants, and independent contractors, insured vs. insured, and contractual liability.

**Liabilities Covered:** Except as otherwise provided, the Commercial General Liability Insurance provided by the School shall cover the School for those sources of liability (including, but not by way of limitation, coverage for operations, Products/Completed Operations, independent contractors, and liability contractually assumed) which would be covered by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01), as filed for use in the State of Florida by the Insurance Services Office.

The minimum limits to be maintained by the School (inclusive of any amounts provided by an umbrella or excess policy) shall be One Million Dollars (\$1,000,000) per occurrence/Two Million Dollars (\$2,000,000) annual aggregate.

**Deductible/Retention:** Except with respect to coverage for Property Damage Liability, the Commercial General Liability coverage shall apply on a first dollar basis without application of any deductible or self-insured retention. The coverage for Property Damage Liability may be subject to a maximum deductible of One Thousand Dollars (\$1,000) per occurrence.

Property insurance for special perils (all risks) with limits of no less than one hundred percent (100%) replacement value of the facility and all contents therein which are owned by the Sponsor and coverage for business income in no less than the amount of the annual rent, if any, paid to the Sponsor.

Automobile insurance covering owned, non-owned and hired vehicles with limits of one million dollars (\$1,000,000) per occurrence per combined single limit and comprehensive and collision coverage with a deductible of not more than one thousand dollars (\$1,000). The coverage

will extend to employees, agents and volunteers of Key Biscayne Charter High School who utilize personal vehicles within the course and scope of their employment of services.

**Liabilities Covered:** The School's insurance shall cover the School for those sources of liability which would be covered by Section II of the latest occurrence edition of the standard Business Auto Policy (ISO Form CA 00 01), including coverage for liability contractually assumed, as filed for use in the State of Florida by the Insurance Services Office. Coverage shall be included on all owned, non-owned and hired automobiles, buses and other vehicles used in connection with this Charter School Agreement.

**Minimum Limits:** The minimum limits to be maintained by the School (inclusive of any amounts provided by an umbrella or excess policy) shall be One Million Dollars (\$1,000,000) per occurrence, and, if subject to an annual aggregate, Three Million Dollars (\$3,000,000) annual aggregate.

School Leader's Errors and Omissions Liability insurance having limits of one million dollars (\$1,000,000) per occurrence, including an employment practices endorsement, coverage for student liability, corporal punishment, and sexual misconduct.

Fidelity/Dishonesty/Liability coverage with limits of five hundred thousand dollars (\$500,000), insuring the Sponsor as against dishonest acts of employees or volunteers of Key Biscayne Charter High School resulting in loss to the Sponsor.

Workers compensation coverage for the employees as required by Florida law. (One million dollars per occurrence with a two million dollar annual aggregate.)

**Minimum Limits:** Subject to the restrictions found in the standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers' Compensation Act or any coverage customarily insured under Part One of the Standard Workers' Compensation Policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the Standard Workers' Compensation Policy (inclusive of any amounts provided by any umbrella or excess policy) shall be One Million Dollars (\$1,000,000) per occurrence/Two Million Dollars (\$2,000,000) annual aggregate.

**Coverage Limits:** The insurance coverage under the School Leader's Errors & Omissions Liability Insurance shall be subject to a maximum deductible not to exceed Twenty-Five Thousand Dollars (\$25,000) per claim. The minimum limits to be maintained by Key Biscayne Charter High School (inclusive of any amounts provided by an umbrella or excess policy) shall be One Million Dollars (\$1,000,000) per claim/annual aggregate.

In no way shall the School Leader's Errors and Omissions impair the Sponsor's claims to indemnifications with respect to a claim for which Key Biscayne Charter High School is insured or for which Key Biscayne Charter High School should have been insured under Commercial General Liability Insurance, Automobile Liability Insurance or Employer's Liability Insurance.

Nothing contained in this Article is intended to serve as a waiver of sovereign immunity by Key Biscayne Charter High School or Sponsor to which sovereign immunity may be applicable. Nothing contained in this Article shall be construed as consent by Key Biscayne Charter High

School or Sponsor to be sued by third parties arising out of any contract.

To the extent immunity is waived pursuant to s768.28 F., the Sponsor and Charter School each agree to indemnify the other, and defend with competent counsel selected by the Sponsor with Key Biscayne Charter High School's reasonable approval or Key Biscayne Charter High School with the Sponsor's reasonable approval, and each agrees to hold the other party, its members, officers, employees and agents harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees, and costs, arising out of, connected with or resulting from:

- The acts of negligence of their own acts or of the acts of their own employees or other agents when acting in the scope of the agent's employment and any damages resulting from said negligence;
- Their own material breach of charter school law; and/or
- Any failure by the other party to pay its suppliers, employees or subcontractors.

## **19. Action Plan**

### **Present a timetable for the school's start-up.**

#### PROPOSED TIMETABLE FOR Key Biscayne Charter High School

PROPOSED DATE	PROPOSED ACTION
August 1, 2008:	Submission of charter school application proposal to School Board
August 7 – September 8, 2008	Application review and evaluation; interviews with founding/ governing boards, and other pertinent individuals, as per the application; and discussion of results of District review of applications
August 15 – December 2008	Community Workshops
Nov. 2008 / February 2009	Contract negotiations
2009: February – May 2009:	Approval of contract
January to June 2009:	Marketing/Recruiting. Selection and Hiring of staff Initial student registration period
May 31, 2009:	Students who have registered will be officially enrolled.
April to August 2009:	Staff planning, purchasing of materials and text books, preparation of facilities.
June 15 to August 1, 2009:	Second Registration Period Begins. If number of applicants exceeds capacity, lottery will be conducted.
Before August 1, 2009:	Teacher hiring process, fingerprinting, background checks and drug testing performed.
August 2009	Classes start.



# **Key Biscayne Charter High School Application**

## **Attachments**

**20.- Statement of Assurances**

**20.- Student Enrollment Chart**

**21.- Financial Plan**

**22.- Revenue Estimate Worksheet**

**23.- Community Partners: Key Biscayne  
Education Foundation, Inc. materials**

**24.- Draft Parent Volunteer Contract**